

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 20-255C OPENING DATE: 25-Jun-20 CLOSING DATE: 30-Jun-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Human Resources (HR) Specialist (Employee Benefits), GS-0201-11, MPCN: 0083354134

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$66,311.00-\$86,203.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

Papago Park Military Reservation, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to AZNG T32, T5 Employees, OR AGR/DSG/M-DAY members** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

A high school diploma or general education development (GED) diploma *is required*. An undergraduate degree from an accredited college/university *is desired*. A graduate degree from an accredited civilian academic college or from an equivalent professional military education school *is optimum*.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered: YES ☐ NO ☒

PCS may be offered: YES ☐ NO ☒

NOTES:

NOTE: Must have a Secret Security clearance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Experience in applying HR management practices to resolve moderately complex, issues with workers' compensation, employee benefits, and retirements for which there are one or more readily apparent solutions.

2. Ability to deal effectively with key management officials on highly controversial employee issues and decisions. Requires an understanding of the relationship between management needs and National Guard goals and objectives.
3. Knowledge of other Human Resources Office (HRO) specializations, i.e. Recruitment and Placement, Classification, Human Resources Development, Employee Relations, Labor Relations, etc., for purposes of interacting and resolving specific issues.
4. Ability to perform management advisory services and/or make informed judgments on specific retirement, worker's compensation, and leave issues/cases.
5. Ability to develop and present employee programs and policies to management and employees, and assist them in gaining acceptance and understanding of findings and recommendations.
6. Ability to communicate effectively both written or verbally with attention to detail.
7. Knowledge of federal payroll and personnel systems.
8. Background knowledge in Uniformed Services Employment and Reemployment Rights Act (USERRA), the Civil Service Retirement Program (CSRS) and the Federal Employees Retirement System (FERS).

SPECIALIZED EXPERIENCE: Must have 12 months as GS-0201-09, or 36 months in total of specialized experience which provided a working knowledge of National Guard missions, organizations, and federal civilian or military personnel programs. Must have experiences in executing personnel programs and Human Resources Information Systems, as applicable to the specific position and its position description. Must have knowledge and understanding of the personnel and manpower core competencies: Organization Structure; Requirements Determination; Program Allocation and Control; and, Performance Improvement. Have a working knowledge of organizational structures; manpower standards; manpower resources; manpower data systems; or, commercial services to include strategic sourcing. Experienced in performing personnel program requirements that involve advising supervisors and managers; and, experienced in completing accession planning and processing; classification and position management; and, civilian promotions. Experienced in advertising positions, processing assignments or reassignment actions; reviewing human resources development programs; applying education and training policy requirements; discussing retraining procedures; and/or providing retirement options. Competent in discussing the equal opportunity and sexual assault prevention and response programs. Have experiences in career counseling; completing or editing performance evaluations; and, conducting educational and skill development personnel course programs. Competent in merit principles, personnel plans, programs, and policies to guide or advise others on their implementation activities. Skilled in applying program policies, directives, publications, and training manuals. Knowledgeable on allocating manpower resource budgets or execution procedures. Experienced in performance management and productivity programs; or, advising on process improvement, best practices, and performance techniques. Must have experience in executing personnel programs (i.e. DCPDS, eOPF, Remedy) and other Human Resource specific information Systems. Specialized experienced in processing and researching Government Retirement Benefits, Uniformed Services Employment and Reemployment Act (USERRA) and Federal Employee's Compensation Act (FECA).

BRIEF JOB DESCRIPTION: This position is located at the Human Resources Office, Papago Park Military Reservation, Phoenix, Arizona servicing Army and Air National Guard technicians. The primary purpose of this position is to serve as the statewide functional expert and point of contact with management, supervisors and employees in the administration of the employee benefits program. Manages and administers a variety of personnel programs, advises management and counsels employees on such programs as health and life insurance, leave, Thrift Saving Plan (TSP), physical capability requirements and the Federal Employees Compensation Act (FECA). Manages, administers and provides advice and assistance on compensation/pay programs including hours of duty, premium pay, and technician security clearances. Conducts program analysis to determine activity trends and compliance with program requirements. Advises management on potential program problems such as organizational patterns of leave usage or potential FECA abuse. Manages the leave donor program and approves requests for advance leave. Provides Social Security advice, interpretation of Office of Personnel Management (OPM) and National Guard Bureau (NGB) regulations on political activity and standards of conduct. Analyzes, interprets and clarifies policies, directives and other issuance by OPM, NGB, and DoD for statewide application. Develops instructions pertaining to technician personnel administration matters and makes recommendations to the HRO, staff directors and major unit commanders to ensure compliance with requirements.

Responsible for administering the benefits program and provides advice to managers, supervisors, and individuals who plan to enter on military duty about provisions of the law covering the Uniformed Services Employment and Reemployment Rights Act. Responsible for the administration of the Civil Service Retirement Program (CSRS) and the Federal Employees Retirement System (FERS). Provides technical guidance to the worker(s) performing this function. Responsible for the administration of the Worker's Compensation Program for the state and ensures that the program objectives and goals are met. Provides administrative and technical supervision to subordinates performing this function. Responsible for the administration of the Worker's Compensation Program for the state and ensures that the program objectives and goals are met. Provides administrative and technical supervision to subordinates performing this function. Responsible for the accurate and timely processing of personnel actions, Notification of Personnel Action (SF-50) for separations, within-grade increases, awards, etc., to include completion of supporting forms, records and documents. Ensures personnel actions are processed and copies are distributed to the appropriate supervisors and employees. Conducts internal audit of personnel actions processed to ensure compliance with regulatory and legal requirements. Responsible for the maintenance and security of the Official Personnel Folders (OPFs) ensuring that content meets regulatory requirements and are safeguarded under the Privacy Act of 1974. Ensures information coded into the Defense Civilian Personnel Data System is accurate and timely. Performs other duties as assigned.

SELECTING OFFICIAL: Colonel Patrick McDonnell
